

**GTA Board Meeting Minutes**

August 22, 2011

County Square, 301 University Ridge, Greenville, SC  
Conference Room H (Bauer)Board Members in Attendance:

Mr. John Boyd  
Mr. Matt Carter  
Ms. Pat Dilger  
Mr. Trey Fouché, Asst. Chairman  
Mr. Al Gray, Treasurer  
Mr. David Mitchell, Chairman  
Mr. Jan Williams

Others in Attendance:

Hazel Arms, V. P. of National Federation of the Blind for Greenville  
Keith Brockington, GPATS  
Karen Crawford, City Comptroller  
Ralph Crittendon, Driver for National Federation of the Blind for Greenville  
Phillip Lemmon, ACOG  
Andrew Meeker, City Urban Designer  
Warren Rowe, City Capital Projects Manager  
Gaye Sprague, City Council Member

Staff in Attendance:

Greg Baney, Transit Planner/Grants Manager  
Lorrie Brown, Administrative Assistant  
Carl Jackson, Transportation Director  
Shelia Schmitt, Transit General Manager

The meeting was called to order at 12:00 noon by Mr. David Mitchell, Chairman.Quorum established.Approval of July 25, 2011 Annual Meeting Board Minutes:

Correction: On line 92 change April to May

**A motion to approve the July 25, 2011 Board Minutes with the noted correction was made by Mr. Matt Carter. The motion was seconded by Mr. Al Gray. No opposers. The motion carries.**

Committee Reports

**Development Committee Report (Given by Mr. Trey Fouché):** The Committee discussed improving the streetscape view of the vacant GTA 106 Augusta St. property. Soft advertising in the form of a mural was discussed. Andrew Meeker suggested contacting the City's "Art in Public Places Commission" to assist us with doing a mural. With this project, the consensus of the Committee was that cost should be kept down.

- Request for Board Action for Endorsement of the City's Bicycle Master Plan by the GTA Board - Andrew Meeker gave a presentation to the Committee. Mr. Meeker stated that the plan is scheduled to be voted on by City Council for the first reading on Monday, September 26, and the second reading is scheduled to take place on October 10. The reason for the two readings is because this plan will amend the City's Comprehensive Plan. The request for the GTA Board is for them to endorse the plan and urge City Council to adopt the plan. Mr. Jan Williams wanted it noted that the Board is endorsing the plan; however, the Board is not endorsing the cost of putting the plan into effect.

**The Development Committee recommends to the full board endorsement of the City of Greenville Bicycle Master Plan. Since this is a recommendation from the Development Committee, a second is not required. No opposers. The recommendation carries.**

- Members of the *Greenville National Federation of the Blind* attended the meeting. Their request is for GTA/ Greenlink to return to the old routes where buses went into Wal-Mart and Kmart parking lots. The reasons for the change were explained to the group. Different compromises were offered such as offering front door delivery during off peak hours (10:00 a.m. to 2:00 p.m.) and GAP. Mr. Carter stated that we do not have the power to change the rules set forth by the federal government. He felt we should not go in and out of parking lots with a 35 foot bus due to safety and liability concerns, and that if a bus is used it would have to be a cutaway. We do not have a say in going into private parking lots. On time performance was also impacted going in parking lots. Mr. Mitchell stated that any issues involving GTA/Greenlink buses should be addressed by the GTA Board. The Board sets the policy for GTA. A follow-up meeting is scheduled for Friday, 8/26/11.
- The Committee received the *Bus Operator Staffing Consultant Report* which had recommendations by the consultant hired by staff. We currently have 8 part time drivers. The consultant recommended taking 4 of the part-time driver positions and making them full time; this would leave four part-time driver positions. The assumption is that changing these positions to full-time would cut down on overtime. The Finance Committee asked that staff go back and look at headcount, tie in actual dollars and put together a budget. Mr. Fouché stated that the Committee needed more facts in order to support the request. The Board will add its own assumptions. Mr. Carter stated that the Finance Committee is leaning more towards adding three full-time drivers instead four.



- Greenlink performance was discussed: Ridership was down by 1%. However, Revenue was up by 15%.

#### Finance Committee Report (given by Mr. Al Gray):

- The Committee met on August 18, 2011 at 12:00 noon. Karen Crawford reviewed the financial matrix. The overall financial health of Greenlink is good with the normal challenges.
- Total revenues are 73% of the budget. The target is 75%.
- The operating loss for the month of June was \$133,272. Year to date the deficit is \$183,804.
- Passenger revenue is up at 77% of budget at this point. Ms. Crawford stated that the fare increase should turn the negative items around.
- Wages and salaries are below the 75% target budget at this point. Demand Response salaries are at almost 91% of the budget. The reason wages and salaries are high this period is due to the City accruing salaries back to June 30<sup>th</sup> in accordance with the City closing out. They will accrue salaries for GTA/Greenlink September 30<sup>th</sup> as well. There are three pay periods in June where we normally only have two. Overtime wages have gone up slightly for Vehicle Maintenance due to paying an employee on FMLA and paying a temp to cover this position. A new Servicer was hired in July; therefore, additional overtime had to be paid as well. Carl Jackson feels overtime in Vehicle Maintenance should go down also as a result of the new fleet. Ms. Schmitt stated she is using two extra part-time drivers to cover GAP, and she is not sure how this is being recorded in Payroll.
- Fuel costs continue to fluctuate.
- Cash balance at June 30<sup>th</sup> is around \$270,872.
- Fund Balance at June 30<sup>th</sup> is around \$1,501,941. The basic reason for the increase in the fund balance is related to our new vehicle purchases. The basic definition of the fund balance is taking the cash account and adding receivables and deducting payables; it is inflated because we have not drawn these funds at this point.
- Accounts Receivable was almost \$3.1 million dollars; of this amount \$2.7 million has been collected. This relates back to the bus purchases. We have a balance of roughly \$300,000. Krystal has asked Greg Baney when we would see the additional Greenville County Planning funds. Mr. Baney stated there is an overlap between GPATS's fiscal year and GTA's fiscal year. Greyhound over 90 days late in paying their portion of the utilities at the Transfer Center. *Lorrie Brown will check with Greyhound regarding their failure to pay utilities since February.* Greenville Metro Cab has not paid; it has been reported that there is a health issue with their employee. Shelia Schmitt stated that Budget Cab has an issue with Yellow Cab (who do not have a lease) being in the terminal.
- Mr. Jackson will speak with Parking Enforcement to see if they can enforce on GTA property. The consensus of the Board is that we have to come up with a way of keeping cab companies that do not pay out of the Transfer Center; it is a private property issue. Mr. Jackson will speak with the City Cab Committee regarding resolving this issue. We have had issues before regarding when ordinances were changed as to what can be enforced. If City Enforcement cannot enforce, perhaps the City Police can assist us.
- Accounts Payable – The balance at June 30<sup>th</sup> was almost \$1.7 million; of this \$1.4 million has been paid leaving a balance of almost \$280,000.00. The majority of this is the City of Greenville's expenses for June. St. Francis has not invoiced us yet; Greg Baney is trying to get the invoice. Their finance people don't appear to understand that in order to get their 50% they have to invoice us. He has spoken with a different person at St. Francis and feels they now understand the concept.

#### August 2011 GTA Finance Board Invoices

Date	Company	Description	Invoice #	Amount
7/2//11	ADT	Installation charges for close circuit cameras – 3 ea	51915254	\$ 3,579.65
8/12/11	City of Greenville	GTA Board Contract June 2011	73131	377,029.40
7/27/11	Hilton Displays	Phase I Interior Signage	34186	1,0581.06
7/26/11	Laurens Electric Cooperative	Protec swipe card access at info booth and restrooms	17093012	4,798.78
7/14/11	LS3P Neal Prince	Phase I and II signage and furniture	24559	2,610.00
8/4/11	Prosource LLC	Water cooler replacements in Greyhound waiting area	S1381146.001	702.06
<b>Total</b>				<b>\$399,300.95</b>

#### August 2011 GTA JARC/New Freedom Board Invoices

Date	Company	Description	Invoice #	Amount
6/21/11	Clemson University	CU-ICAR reimbursements for St. Francis/ICAR shuttle	W0926259252	\$2,372.60
<b>Grand Total</b>				<b>\$401,673.55</b>



1. The invoice relates to the Transit Center Renovation project, 80% grant funds, local match provided by the City.
2. The invoice relates to the Bus Shelter project, 80% grant funds, local match partially funded by City in-kind.
3. The invoice relates to various items, applicable portion grant funded, GTA responsible for 20%.

**The Finance Committee recommended to the full board payment of total invoices in the amount of \$401,673.55 (\$399,300.95 regular invoices and \$2,372.60 JARC/New Freedom Invoices) pending the availability of funds. Since this is a recommendation from the Finance Committee, a second is not required. No opposers. The recommendation carries.**

- The Bus Operator Staffing Report was reviewed. Mr. John Boyd inquired about the credentials of the consultant. Ms. Schmitt stated that the consultant had been used in the past and that Mr. Jackson should be able to provide credentials.
- Financial Software – Karen Crawford stated that an RFP is being re-written. It is in contract negotiations and is in the process of being revised. Since the City was purchasing a later model of the software, the Board felt we needed to go with the latest version as well. The city is on a different time frame for having their files converted over to HTE One Solution. The FTA asked that our software issue (eliminating QuickBooks) be addressed through our last FMO. Mr. Baney explained to FTA representatives that based on software changes we wanted something more up to date. The FTA accepts this as a pending resolution to the FMO finding. The board will decide if we move forward with securing the contracts and transferring the files prior to the City of Greenville. Greg Baney stated that next year is our Triennial Review and if we have FMO finding we could be written up.
- GAP Certifications Update – We need to be clear on what we are doing to minimize financial impact.
- Request for Board Action to purchase a GFI Genfare Vendstar Vending Machine - Ms. Schmitt would like to use the \$75,000 saved from painting benches instead of purchasing new benches to purchase a ticket vending machine. With this machine, tickets sales will be automated. This one unit will also allow for use of credit cards.

**The Finance Committee recommends to the full board purchasing of the GFI/Genfare Vendstar Vending Machine. Since this is a recommendation from the Finance Committee, a second is not necessary. No opposers. The recommendation carries.**

- GAP Certifications – We have to locally provide paratransit. One thing that has caused the high increase in GAP applications is the recent cuts in Medicare; agencies such as Senior Solutions had to stop taking on more clients. Ms. Schmitt is having her staff look thoroughly at applications to make sure they are in compliance. It was also suggested that they call the medical offices that filled out the medical care provider section of applications. On a statewide level the increase of paratransit riders is putting a strain on transit systems. There are two brokers in SC. Chairman Mitchell asked Mr. Brockington if his office could alert elected officials that we are being overburdened with an influx of people. Greg Baney stated that Medicare cannot cover 80% of the cost for operating whereas GTA can.
- Mr. Trey Fouché sent out email regarding the "Footloose" Initiative taking place in October. This should be vetted through the Development Committee and possibility the Finance Committee. He stated that the Committee felt that waiting until September would be too late to promote. The decision to participate will depend on the financial responsibility of GTA. There may be a need to call a special meeting of the Board. Ms. Dilger stated doing a Park and Ride for "Fall for Greenville" is the main area of discussion.

#### Management Report (given by Carl Jackson)

- Safety and Security Plan – We had approximately 40 responders. It was well received. Shelia Schmitt did a presentation on Greenlink services. Terecia Wilson with the SCDOT did a presentation/ training.
- Mauldin Simpsonville – The concluding vote for the proposed service will take place 8/22/11.
- Tiger II Grant – Mr. Baney enclosed a memo he prepared regarding the feasibility of GTA receiving this grant. The challenge is that we cannot prove we can sustain it. After exploring Tiger III with City Grant staff, it appears that the TIGER III application is not doable at this time. If we do not have all of the criteria met, we will not be successful. Mr. Carter stated that the process of doing Tiger I and II was not detrimental to our organization and a lot of positive things came from pursuing Tiger II. He is surprised that staff does not think pursuing Tiger III is positive. He stated that initially the previous City Manager had not planned to pursue Tiger II. However, Jim Campbell brought it to the Board who made the decision to pursue the grant. We have a letter from the GCEDC which states we can use the land for the purpose outlined in Tiger III as long as we don't move the rails; other property owners are on board. We have an email list of adjacent property owners that he gets asked about quite often.

Mr. Baney stated that pursuing Tiger III would require a lot of time by City Planning Staff, and the ultimate outcome would be that it would not be funded. We do have a letter from the GCEDC stating they would donate the right of way adjacent to the existing rail corridor (Tiger III scope of service is BRT from CUICAR to the downtown Transfer Center). However, this three mile link would not be enough to meet the local match of 2.5 million dollars. The Committee looked at contracting with Ameresco to do a contract with them for a loan that GTA could essentially take out to meet the local match. However, the loan would have to be between 1.5 to 2 million dollars. Mr. Carter stated he feels coming up with



the local match can be accomplished, since we would receive a substantial amount of money. Greg Baney stated the local match would have to be documented, and this is why we did not receive Tiger funding in the past.

Mr. David Mitchell asked about alternatives to Tiger III. Mr. Jackson stated that "New Starts" has basically the same funding formula (80/20), and it has always been available to GTA. Since the Board has chosen to move forward on the master plan, we would have additional funds to improve operations and matching funds to leverage more federal funds. Mr. Baney stated that the real estate is not enough to cover the part of the Tiger III grant that is being requested. In order for us to be able to request the area north of Pleasantburg which connects to the existing right of way not owned by GTA, we would have to put it on the road. He stated that even with putting it on the road, we are not looking below CUICAR with TIGER III. The property below CUICAR with the right of way down to Fountain Inn was used for Tiger II. It is currently being used by the railroad. We would have to do a right of way acquisition, and part of this could be used as the local match. The only real portion of the corridor that we can use as a documented local match is from CUICAR to where it would connect to Pleasantburg and Washington St. This came out to be around \$400,000 to 500,000 dollars; 2.5 million dollars is required.

Mr. Baney stated that Tiger III will come back up through the Development and Finance Committees. The internal committee looked at this thoroughly. The minimum project cost is ten million dollars; nationwide they are only going to award ten projects. The projects they are going to award (based on the webinar he and Sarah Cook participated in) are the ones that have a documented local match, documented ability to sustain the project and primarily those where the local match exceeds the 20 % required. They want to see a 30-40% buy-in before they award the grant. The decision to pursue ultimately will be made by the Board. Mr. Jackson stated that City Staff, as well as Pat Dilger devoted a great amount of time looking at Tiger III from the perspective of whether we will be successful. It will be vetted back to the Development Committee. The deadline for Tiger III is October 31. Mr. Mitchell would like to have a Call Board Meeting to discuss Tiger III further on September 6 from noon to 1:30 pm. Staff should provide the pros and cons for pursuing Tiger III.

- Speakers Bureau – Carl Jackson did a presentation at the Greenville County Planning Division Breakfast Series. John Castile has asked Greenlink staff to present a Transit Update to Greenville City Council on October 10. The budget will be part of this update. The other items are Mauldin/Simpsonville and the Safety and Security Emergency Preparedness Plan.
- Business/Transit Partnerships – Staff met with Jacqueline DiMaggio, Vice President of Finance for Greenville Technical College, to look at doing a U-pass. It was a good meeting. Mr. Jackson stated that he would like to start scheduling meetings with private businesses to do a transit update and discuss their transit needs. He would also like to start scheduling one on one meeting with County Council members. If he is able to get on their agenda, he would like board members to attend. Ms. Dilger stated that we have to get the point across that funding transit is an investment in economic development; a narrative should accompany the sound bite. Mr. Jackson stated that we must do formal ask to County Council where we put together a formal letter signed by the Board; this letter would state that the master plan is in place and what we what we would like to have done. We have to show ourselves as a good steward of the funds we received from them and show transit as an investment in the quality of life for all citizens. Then they will vote it up or down. Mr. Jackson stated that during the one on one meeting we will have position papers and make a presentation.
- Performance Summary for July - There was a revenue increase of 15%; mostly due to the fare increase. There was a 1% decrease in ridership. We anticipate more favorable ridership numbers for August and September.

Additional Item for Discussion:

Mr. John Boyd stated that there was a report from the National Hurricane Center that Hurricane Irene is headed to Charleston, SC. He questioned if transportation is needed whether the GTA Director needed authorization from the Board to assist with getting people out of the hurricane zone. Mr. Jackson stated that right now GTA is part of the countywide emergency preparedness plan. His understanding is that the county would implement their plan and we would then fall under their direction. Ms. Schmitt stated that we recently submitted our plan to the SCDOT and committed four buses and volunteered drivers. The City and County both have plans. The GTA Safety and Security Emergency Preparedness Plan has not been finalized; our SSEPP states how we will work with them on natural disasters. The governor supersedes all plans in place.

**A motion to empower the GTA Director to make the call when a request comes through for assistance during an emergency evacuation was made by Mr. John Boyd. Mr. Matt Carter seconded the motion. No opposers. The motion carries.**

**A motion to adjourn was made by Mr. Al Gray. The motion was seconded by Mr. Matt Carter. No opposers. The motion carries.**

Prepared by: Lorrie Brown  
Lorrie Brown, Greenlink Administrative Assistant

Date: 9-27-2011

Approved by: David C. Mitchell  
Mr. David Mitchell, GTA Board Chairman

Date: 9-27-2011